

Re: Subject Access Request - edir:61448

From evidence@mmalegal.co.uk <evidence@mmalegal.co.uk>

Date Wed 2026-05-27 10:30 AM

To Information Rights Officer 12 <informationrightsofficer12@edinburgh.gov.uk>

Good morning,

We write in relation to the above matter.

As you will be aware, we sent our Clients DSAR on 13th April 2026 and a response was due on or before 13 May 2026.

We to date have not received any response/acknowledgement and are now chasing the same.

Can you please confirm as a matter of urgency that the DSAR sent on 13th April 2026 was acknowledged and processed accordingly under Article 15 of the Data Protection Act 2018 or if the DSAR is now legally overdue and your establishment has failed to comply.

Should you be in breach of Article 15 of the Data Protection Act 2018, can you please provide us with your internal complaints process.

Should we not hear from you within 14 days from the date of this communication, we will have no option but to escalate the matter to the Information Commissioner's Office (ICO).

Given the nature and sensitivity surrounding our clients request, we would prefer to work with you rather than against and request that we both have our clients best interests in mind.

We look forward to your response.

Kind regards,

James
Investigations Team
MMA Legal

E: Evidence@mmalegal.co.uk

T: 0161 563 0816



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From: Information Rights Officer 12 <informationrightsofficer12@edinburgh.gov.uk>
Sent: 17 April 2026 2:49 PM
To: evidence@mmalegal.co.uk <evidence@mmalegal.co.uk>
Cc: edinburghfoi@messagstore.co.uk <edinburghfoi@messagstore.co.uk>
Subject: Subject Access Request - edir:61448

Investigations Team

MMA Legal Limited

Date: 17/04/2026

Our ref: 61448

Dear Sir/ Madam,

I refer to your request for information on behalf of Donald Macmillan which we are dealing with in accordance with your rights under data protection legislation.

We will respond to you as soon as possible. In most cases we will be able to reply within one month of receiving your request, and therefore you should receive an answer by 15/05/2026. It is sometimes necessary to extend this deadline where requests are particularly complex. We will contact you before 15/05/2026 if it becomes necessary to extend the response time.

If you have any questions about your request, please contact the Information Governance Unit using the details below and quote the reference: 61448

Please note that once we receive the information from the relevant service area/s it will be reviewed to ensure that anyone else's personal data (third-party information) that you are not entitled to is redacted (blacked out), in line with the Data Protection Act 2018. Other exemptions within the legislation may also be applied if required, and you will be notified of these in our response.

For more information on privacy and data protection, please contact us, or see the City of Edinburgh Council's website:

Privacy and Data Protection - <https://www.edinburgh.gov.uk/privacy>

Yours sincerely,

Information Rights Team

Information Governance Unit, Level 2:1, Waverley Court, Edinburgh EH8 8BG Tel 0131 200 2340, informationrights@edinburgh.gov.uk, www.edinburgh.gov.uk

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